

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 1: FOUNDATIONS OF RADIOLOGY

Objective 01.02 Label the Parts of the Dental X-ray Tubehead and the Dental X-ray tube.

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Diagram of the x-ray tube head and pencil or pen

Directions: Obtain the blank diagram from your instructor. Using a pencil or pen label each part of the tube head by placing the procedure number listed below next to the directional line that points to the appropriate part.

Procedure Steps	Satisfactory
1. Label the copper stem	
2. Label the Vacuum	
3. Label the Glass envelope	
4. Label the Anode	
5. Label the Porte Filter	
6. Label the Cathode	
7. Label the Tungsten Target	
8. Label the Filament	
9. Label the Cooling mechanism	
10. Label the Diaphragm	
Comments:	

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CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
**Standard 2: LEGAL ISSUES, QUALITY ASSURANCE, AND
INFECTION CONTROL**

Objective 02.06 Prepare the treatment room for radiography exposure.

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed:

Appropriate number and size of radiographic films, film holding devices, lead apron and thyroid collar, sterile radiographic instruments, cotton rolls, paper towel/tissues, paper cup, write patients' name on cup, and patient chart.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above).	
2. Turn on the x-ray machine and check the basic settings.	
3. Place necessary barriers or disinfect the following:	
a. X-ray Machine	
b. Dental Chair	
c. Work Area	
d. Lead Apron	
4. Assemble the necessary sterile film holding instruments.	
5. Correctly determine the number and types of films to be taken.	
6. Dispense the correct amount and type of film to be used and store them outside of the x-ray room.	
7. Label the paper cup with the patient's name and date. Place this outside of the x-ray room.	
8. Radiographer Preparation:	
a. Demonstrate washing your hands	
b. Don your gloves	
c. Prepare film-holding devices	
Comments:	

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Revised September 2006

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CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
**Standard 2: LEGAL ISSUES, QUALITY ASSURANCE AND
INFECTION CONTROL**

Objective 02.07 Demonstrate Proper Technique for Implementing Infection Control During Film Exposure

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed:

Patient, film, film holding devices, lead apron, dental chair, x-ray cone, gloves, paper towel, cup.

PROCEDURE STEPS	SATISFACTORY
1. Demonstrate washing and drying hands.	
2. Demonstrate proper glove handling.	
3. Place prepared film in the patient's mouth.	
4. Demonstrate proper cone placement and angulation.	
5. Wipe the excess saliva from the film packet.	
6. When finished placing films and while still gloved, dispose of the paper towel.	
7. Remove gloves and wash hands before leaving the treatment room.	
8. Remove the lead apron from the patient.	
8. Carry the cup of films to the processing area.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 2: LEGAL ISSUES, QUALITY ASSURANCE AND INFECTION CONTROL

Objective 02.08 Demonstrate Proper Technique for Infection Control in the Darkroom Exposure

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Film, gloves, paper towel, cup.

PROCEDURE STEPS	SATISFACTORY
1. Place a paper towel and a clean cup on the counter near the processor.	
2. Put on a clean pair of gloves	
3. Open the film packets, and allow each film to drop on to the paper towel. Do not touch the films with gloves	
4. Remove lead foil from the packet and place it into the foil container	
5. Place the empty film packets into the clean cup.	
6. Discard the cup and remove gloves with insides turned out and discard.	
7. Place the films into the processor or on developing racks with bare hands.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 3: INTRAORAL RADIOGRAPHY

Objective 03.01 Demonstrate the Procedure for Preparing a Patient for Dental Radiographs

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Patient, lead apron, dental chair, cup or container.

PROCEDURE STEPS	SATISFACTORY
1. Demonstrate how to explain the x-ray procedure to the patient.	
2. Ask the patient if they have any questions.	
3. Adjust the chair: with the patient positioned upright, to a comfortable working height for the operator.	
4. Adjust the headrest to support and position the patient's head so that the upper arch is parallel to the floor and the midsagittal plane is perpendicular to the floor.	
5. Place and secure the lead apron with thyroid collar on the patient.	
6. Ask the patient to remove eyeglasses and earrings.	
7. Ask the patient to remove all objects from the mouth, including dentures, retainers, gum, pierced tongue or pierced lip/nose objects. Place all objects into a container.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 3: INTRAORAL RADIOGRAPHY

Objective 03.04 Assemble XCP (Extension-Cone Paralleling) Instrument

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: XCP instrument, film, cotton roll, patient, paper towel, cup.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above).	
2. Seat the patient comfortably in the patient chair, drape the lead apron on the patient, explain the procedure.	
3. Ask the patient to remove any bulky earrings, eyeglasses, dentures, retainer, and pierced tongue, lip or nose jewelry.	
4. When patient preparations are completed, washed hands and put on clean gloves.	
5. Position patient appropriately for each exposure.	
6. Demonstrate how to appropriately adjust the control panel settings.	
7. Place the film into the backing plate.	
8. Demonstrate how to use the entire horizontal length of the bite-block.	
9. Demonstrate how to place the anterior edge of the bite-block on the incisal or occlusal surfaces of the teeth being radiographed.	
10. Instruct the patient to close slowly but firmly.	
11. Demonstrate how to move the localizer ring down the indicator rod into position.	
12. Align the position-indicator device.	
13. Remove the film and the holding device from the patient's mouth.	
13. Expose the prescribed number and types of films. Release the patient	
14. Follow appropriate exposure control measures throughout the procedure.	
15. Transport the films to the processing area.	
16. Maintain patient comfort throughout treatment.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 3: INTRAORAL RADIOGRAPHY

Objective 03.06 Demonstrate the Basic Rules for Producing X-rays Using Paralleling Technique

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Patient, patient chart, film, film holding devices, lead apron, dental chair, x-ray cone, gloves, paper towel, cup.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above)	
2. Prepare the operatory with all infection-control barriers	
3. Determine and dispense the number and types of films to be exposed through a review of the patient chart, directions from the dentist or both. Store them outside the treatment room.	
4. Label a paper cup with the patient's name and the date, place it outside the treatment room.	
5. Turn on the x-ray machine check for correct settings.	
6. Properly seat the patient- <i>Follow correct procedure from 03.01</i>	
Maxillary Canine Exposure:	
1. Center the film packet on the canine.	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the incisal edge of the canine.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder.	
4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the canine and the first premolar.	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to "expose" the film	
8. Remove the film holder/film form the patient's mouth.	
9. Wipe the film off on the paper towel and place the film in the cup.	
Maxillary Incisor Exposure:	
1. Center the film packet on the contact between the two central incisors	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the incisal edge of the canine.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder.	

4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the central incisors	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to “expose” the film	
8. Remove the film holder/film from the patient’s mouth.	
9. Wipe the film off on the paper towel and place the film in the cup.	
Mandibular Canine Exposure:	
1. Center the film packet on the canine.	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the incisal edge of the canine.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder.	
4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the canine and the first premolar.	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to “expose” the film	
8. Remove the film holder/film from the patients mouth.	
9. Wipe the film off on the paper towel and place the film in the cup.	
Mandibular Incisor Exposure:	
1. Center the film packet on the contact between the two central incisors	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the incisal edge of the canine.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder.	
4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the central incisors	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to “expose” the film	
8. Remove the film holder/film from the patient’s mouth.	
9. Wipe the film off on the paper towel and place the film in the cup.	
Maxillary Premolar Exposure:	
1. Center the film packet on the second premolar, with the front edge of the film aligned with the midline of the canine.	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the occlusal surfaces of the teeth.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder. <i>You may have to ask the patient to lower the chin so that the occlusal surfaces are parallel to the floor.</i>	
4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the molars.	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to “expose” the film.	

8. Remove the film holder/film form the patients mouth.	
9. Wipe the film off on the paper towel and place the film in the cup.	
Mandibular Premolar Exposure:	
1. Center the film packet on the second premolar, with the front edge of the film aligned with the mesial aspect of the canine.	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the occlusal surfaces of the teeth.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder.	
4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the molars.	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to “expose” the film.	
8. Remove the film holder/film form the patient’s mouth.	
9. Wipe the film off on the paper towel and place the film in the cup.	
Maxillary Molar Exposure:	
1. Center the film packet on the second molar, with the front edge of the film aligned with the midline of the second premolar.	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the occlusal surfaces of the teeth.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder.	
4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the premolars.	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to “expose” the film.	
8. Remove the film holder/film form the patients mouth.	
9. Wipedthe film off on the paper towel and place the film in the cup.	
Mandibular Molar Exposure:	
1. Center the film packet on the second molar, with the front edge of the film aligned with the midline of the second premolar.	
2. Position the lower edge of the film holder to the occlusal plane so that 1 inch extends below the occlusal surfaces of the teeth.	
3. Instruct the patient to exert light but firm pressure on the lower edge of the film holder.	
4. Establish the correct vertical angulation by bisecting the angle and directing the central ray perpendicular to the imaginary bisector.	
5. Establish the correct horizontal angulation by directing the central ray between the contacts of the premolars.	
6. Center the PID over the film to avoid cone cutting.	
7. Demonstrate the procedure to “expose” the film.	
8. Remove the film holder/film form the patient’s mouth.	
9. Wipe the film off on the paper towel and place the film in the cup.	
Dismiss the Patient:	
10. Remove the lead apron from the patient.	
11. Take the films to the processing area.	

Comments:

Student's Signature: _____ Date: _____

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Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III **Standard 3: INTRAORAL RADIOGRAPHY**

Objective 03.08 Demonstrate the Basic Rules for Producing X-rays Using the Bisecting Technique.

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Patient, patient chart, film, film holding devices, lead apron, dental chair, x-ray cone, gloves, paper towel, cup.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above).	
2. Prepare the operatory with all infection-control barriers.	
3. Determine and dispense the number and types of films to be exposed through a review of the patient chart, directions from the dentist or both. Store them outside the treatment room.	
4. Label a paper cup with the patient's name and the date, place it outside the treatment room.	
5. Turn on the x-ray machine check for correct settings.	
6. Properly seat the patient- <i>Follow correct procedure from 03.01.</i>	
Maxillary Central/Lateral Incisor Region:	
1. Insert the film packet vertically into the anterior bite-block.	
2. Position the film with the central and lateral centered on the film.	
3. Instruct the patient to close slowly by firmly.	
4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to "Expose" the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Maxillary Canine Region:	
1. Insert the film packet vertically into the anterior bite-block.	
2. Position the film with the canine and premolar centered on the film.	
3. Instruct the patient to close slowly by firmly.	
4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to "Expose" the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Maxillary Premolar Region:	
1. Insert the film packet horizontally into the posterior bite-block.	
2. Position the film with the second premolar centered on the film.	
3. Instruct the patient to close slowly by firmly.	

4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to “Expose” the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Maxillary Molar Region:	
1. Insert the film packet horizontally into the posterior bite-block.	
2. Position the film with the second molar centered on the film.	
3. Instruct the patient to close slowly by firmly.	
4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to “Expose” the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Mandibular Incisor Region:	
1. Insert the film packet vertically into the anterior bite-block.	
2. Center the film between the central incisors.	
3. Instruct the patient to close slowly by firmly.	
4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to “Expose” the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Mandibular Canine Region:	
1. Insert the film packet vertically into the anterior bite-block.	
2. Position the film with the canine centered on the film.	
3. Use a cotton roll between the maxillary teeth and the bite-block if necessary.	
3. Instruct the patient to close slowly by firmly.	
4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to “Expose” the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Mandibular Premolar Region:	
1. Insert the film packet horizontally into the posterior bite-block.	
2. Position the film with the second premolar and first molar centered on the film.	
3. Instruct the patient to close slowly by firmly.	
4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to “Expose” the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Mandibular Molar Region:	
1. Insert the film packet horizontally into the posterior bite-block.	
2. Position the film with the second molar centered on the film.	
3. Instruct the patient to close slowly by firmly.	
4. Position the localized ring and position-indicator device (PID).	
5. Demonstrate the procedure to “Expose” the film.	
6. Removed the film holder/film form the patients mouth.	
7. Wiped the film off on the paper towel and placed the film in the cup.	
Dismiss the Patient:	
8. Remove the Lead Apron from the Patient.	
9. Take the films to the processing area.	

Student's Signature: _____ Date: _____
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CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III **Standard 3: INTRAORAL RADIOGRAPHY**

Objective 03.12 Demonstrate Mounting, Labeling and Storing Radiographs

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Exposed X-ray film, x-ray mount, pencil or pen, view box, white paper, patient chart.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above).	
2. Wash and thoroughly dry hands. Grasp films only at the edges, never on the front or back.	
3. Select the appropriate size mount.	
4. Label the mount with the patient's name, and the date the films are exposed.	
5. On a piece of white paper identify anterior, posterior and bitewing views, and group them together with the embossed dot facing toward you.	
6. Once the films are arranged properly, place them in the mount.	
7. Mount the bitewing radiographs first, use them to identify restorations and missing teeth to assist in mounting the remaining radiographs.	
8. Use the anatomic landmarks as clues to mount the remaining periapical radiographs.	
9. After mounting the films in the mount store them in the patient chart.	
Comments:	

Student's Signature: _____ Date: _____

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Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III **Standard 4: EXTRAORAL AND DIGITAL RADIOGRAPHY**

Objective 04.04 Describe the Steps for Preparing and Positioning the Patient for Panoramic Radiography

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Patient, two-sided lead apron, panoramic bite-block, panoramic film and cassette.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above).	
2. Explain the procedure to the patient. Give the patient opportunity to ask questions.	
3. Ask the patient to remove all earrings, lip, nose and tongue piercings, glasses, dentures, necklaces, hearing aids, hairpins, and remove the bib and napkin chain.	
4. Place the double sided lead apron on the patient.	
5. Instruct the patient to sit or stand “as tall as possible” with back straight and erect.	
6. Instruct the patient to bite on the plastic bite-block, and slide the upper and lower teeth into the notch on the end of the bite-block.	
7. Position the patient so the midsagittal plane is perpendicular to the floor.	
8. Position the patient so the Frankfort plane is parallel to the floor.	
9. Instruct the patient to position the tongue on the roof of the mouth and then to close the lips around the bite-block.	
10. After the patient has been positioned, instruct the patient to remain still while the machine rotates.	
11. Have the patient move away from the machine.	
12. Remove the cassette from the machine.	
13. Proceed with film processing.	
14. Document procedure in the patient chart.	
Comments:	

Student's Signature: _____ Date: _____

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Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 4: EXTRAORAL AND DIGITAL RADIOGRAPHY

Objective 04.07 Identify Normal Anatomic Landmarks as Viewed on a Panoramic Film

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

View box, panoramic film

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above).	
2. Correctly identify the middle cranium fossa.	
3. Correctly identify the orbit.	
4. Correctly identify the zygomatic arch.	
5. Correctly identify the palate.	
6. Correctly identify the styloid process.	
7. Correctly identify the septa in maxillary sinus.	
8. Correctly identify the maxillary tuberosity.	
9. Correctly identify the external oblique line.	
10. Correctly identify the angle of the mandible.	
11. Correctly identify the hyoid bone.	
12. Correctly identify the glenoid fossa.	
13. Correctly identify the articular eminence.	
14. Correctly identify the Vertebra.	
15. Correctly identify the coronoid process.	
16. Correctly identify the pterygoid plates.	
17. Correctly identify the maxillary sinus.	
18. Correctly identify the ear lobe.	
19. Correctly identify the mandibular canal.	
20. Correctly identify the mental foramen.	
Comments:	

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CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 5: DENTAL FILM AND PROCESSING RADIOGRAPHS

Objective 05.01 The Student Will Demonstrate the Procedures and Techniques Necessary to Prevent Errors in Processing Dental Films

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Films, film holding devices, film cassettes, film racks

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies (listed above).	
2. Identify and describe the uses for a #0 film.	
3. Identify and describe the uses for a #1 film.	
4. Identify and describe the uses for a #2 film.	
5. Identify and describe the uses for a #3film.	
6. Identify and describe the uses for a #4 film.	
7. Identify and describe the uses for a Panoramic film.	
8. Identify and describe the uses for a Cephalometric film.	
9. Identify and describe a Panoramic cassette.	
10. Identify and describe the XCP Instrument.	
11. Identify and describe the EeZee-Grip film holder (Snap-A-Ray).	
12. Identify and describe the Stabe bite-block.	

Comments:

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CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 6: CARDIOPULMONARY RESUSCITATION

Objective 06.03 Accurately Perform CPR on a Simulated Mannequin

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Mannequin, barrier, and alcohol pad

Procedure Steps		Satisfactory
1.	Gather and assemble supplies.	
2.	Establish unresponsiveness. Activate the EMS.	
3.	Open the airway (head tilt-chin lift or jaw thrust) Check breathing (look, listen, feel	
4.	If breathing is absent or inadequate, give 2 slow breaths (1 second per breath).	
5.	Check for carotid pulse and other signs of circulation.	
6.	If signs of circulation are present but breathing is absent or inadequate, provide rescue breathing (1 breath every 5 seconds, about 10-12 per minute)	
7.	If no signs of circulation are present, give cycles of 30 chest compressions followed by 2 slow breaths.	
8.	After 4 cycles of compressions and breaths (30:2 ratio, about 1 minute) check for sign of circulation. If no signs are present continue 30:2 cycles of compressions and ventilations. Until an AED or the EMS team arrives.	
Comments:		

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 6: CARDIOPULMONARY RESUSCITATION

Objective 06.03 Clear an Airway Obstruction on a Mannequin

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Mannequin, barrier, and alcohol pad

Procedure Steps	Satisfactory
1. Gather and assemble supplies.	
2. <i>You arrive at the scene. A 42 year old man who is responsive and appears to be in distress is clutching his throat. Proceed to assess and treat the victim.</i>	
3. Ask "Are you Choking?" If yes, ask "Can you speak?" If no tell the victim you are going to help.	
4. Give abdominal thrusts with proper hand position.	
5. Repeat thrusts until the foreign body is expelled or the victim becomes unresponsive.	
<i>Victim becomes unresponsive after several abdominal thrusts.</i>	
6. Activate the EMS team.	
7. Open the airway with the tongue-jaw lift, look for the object, perform a finger sweep (No object is seen or retrieved)	
8. Open the airway (Head tilt-chin lift or jaw thrust) and try to ventilate. (Chest does not rise) Reopen the airway and try to ventilate again.(Chest does not rise).	
9. Perform 5 abdominal thrusts using the proper hand position with the victim in a supine position.	
10. Open the airway and try to ventilate (Chest rises)	
11. Check pulse and other signs of circulation. (Signs of circulation present, victim begins to move).	
12. Check breathing (no breathing)	
13. Perform rescue breathing for several breaths (victim begins to breath normally)	
14. If no trauma is suspected, place victim in the recovery position	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III **Standard 6: CARDIOPULMONARY RESUSCITATION**

Objective 06.03 Demonstrate Use of the Automated External Defibrillator

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Mannequin, barrier, and alcohol pad

Procedure Steps	Satisfactory
1. Gather and assemble supplies.	
2. Establish unresponsiveness. Activate the EMS.	
3. Open the airway (head tilt-chin lift or jaw thrust) Check breathing (look, listen, feel)	
4. If breathing is absent or inadequate, give 2 slow breaths (1 second per breath).	
5. Check for carotid pulse and other signs of circulation.	
6. If signs of circulation are present but breathing is absent or inadequate, provide rescue breathing (1 breath every 5 seconds, about 10-12 per minute)	
7. If no signs of circulation are present, give cycles of 30 chest compressions followed by 2 slow breaths.	
8. After 4 cycles of compressions and breaths (30:2 ratio, about 1 minute) check for sign of circulation. If no signs are present continue 30:2 cycles of compressions and ventilations. Until an AED or the EMS team arrives.	
9. <i>The AED has arrived.</i>	
10. Place the AED next to the victim's left ear. POWER ON the AED.	
11. Attach the electrode pads in the proper position. Follow directions from the AED	
12. Clear the victim and press the ANALYZE button- AED advises shock and charges the electrodes.	
13. Clear the victim and press the SHOCK button. Stop when AED advises NO SHOCK advised.	
14. Check carotid pulse and other signs of circulation (pulse, breathing coughing movement present)	
15. Continue to monitor breathing and signs of circulation until advanced life support rescuers arrive.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 7: DENTAL ETHICS AND LEGAL ISSUES

Objective 07.04 Demonstrate How to Correct a Chart Entry

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Patient Chart, and Pen

Procedure Steps	Satisfactory
1. Open Patient Chart.	
2. Locate the error in the chart.	
3. Draw a single line through the entry.	
4. Initial and date the change.	
5. Write corrected entry on the next available line.	
6. Initial and date the new entry	
7. File the patient chart.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.01 Assist with Initial Examination

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure

Materials Needed

Basic set-up, gauze sponges, patient chart, pencils and pen, patient drape and clips. Procedure will be performed in the dental treatment area.

Procedure Steps	Satisfactory
1. Assemble the appropriate instruments and supplies.	
2. Observe the patient as they enter the treatment room, and make notations of any variations from normal.	
3. Seat, drape, and position the patient.	
4. Anticipate the dentist's needs and pass the mouth mirror and gauze sponges.	
5. Adjust the operating light as necessary.	
6. Accurately record findings as dictated by the dentist.	
7. Anticipate the dentist's needs and pass the explorer for examination of the teeth.	
8. At the conclusion of the treatment, dismiss the patient.	
9. Maintain patient comfort throughout the procedure and follow appropriate exposure control measures.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.02 Assist with a Dental Prophylaxis Procedure

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

High volume oral evacuation tip or saliva ejector, basic instrument setup, scalers, universal curette, Prophy angle, cotton 2 x 2, cotton rolls, prophy paste, prophy cup, slow speed handpiece, air water syringe.

Procedure Steps	Satisfactory
1. Gather appropriate supplies listed above.	
2. Provide retraction of the lips, tongue and cheeks.	
3. Rinsed and evacuated fluid from the patient's mouth.	
4. Exchanged instruments with the operator.	
5. Passed the dental floss and/or tape.	
6. Reinforced oral hygiene instructions when requested to do so.	
7. Maintained patient comfort, and followed appropriate infection-control measures throughout the procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.04 Demonstrate Periodontal Charting

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Periodontal probe, air-water syringe tip, patient chart, periodontal chart, and writing instrument of operator's choice.

Procedure Steps	Satisfactory
1. Gathered appropriate supplies.	
2. Explained the procedure to the patient.	
3. Correctly recorded pocket depth for the mesiofacial surface.	
4. Correctly recorded pocket depth for the facial surface.	
5. Correctly recorded pocket depth for the distofacial surface.	
6. Correctly recorded pocket depth for the mesiolingual surface.	
7. Correctly recorded pocket depth for the lingual surface.	
8. Correctly recorded pocket depth for the distolingual surface.	
9. Followed correct exposure control measures. Followed correct treatment room and instrument sterilization procedures.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.05 Place a Matrix Band and Universal Retainer

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student skips a step, needs help or does not complete **EACH** step satisfactorily, the student **cannot** receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Matrix band, universal retainer, ball burnisher, and paper pad.

Placing Matrix Band and Universal Retainer	
1. Position and seat the band's loop over the occlusal surface, with the retainer parallel to the buccal surface of the tooth. Ensure that the band remains beyond the occlusal edge by approximately 1.0 to 1.5 mm.	
2. Hold the band securely in place by finger pressure over its occlusal surface. Turn the inner knob clockwise slowly to tighten the band around the tooth.	
3. Use the explorer to examine the adaptation of the band.	
4. Use a burnisher to contour the band at the contact area, creating a slightly concave area.	
Placing the Wedge	
1. Select the proper wedge size and shape.	
2. Place the wedge in the pliers so that the flat, wider side of the wedge is toward the gingival.	
3. Insert the wedge into the lingual embrasure next to the preparation and the band.	
4. Check the proximal contact to ensure that the seal at the gingival margin of the preparation is closed.	
Removing Universal Retainer, Matrix Band, and Wedge	
1. After the dentist completes the initial carving, loosen the retainer from the band by placing a finger over the occlusal surface and slowly turning the outer knob of the retainer.	
2. Carefully slide the retainer toward the occlusal surface, leaving the band around the tooth.	
3. Gently lift the matrix band in an occlusal direction, using a seesaw motion.	
4. Discard the matrix band into the "sharps" container.	
5. Using #110 pliers, grasp the base of the wedge to remove it from the lingual embrasure.	
6. The restoration is now ready for the final carving steps.	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.06 Assist with a Class II Amalgam

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: High-speed handpiece, low-speed handpiece, operator's choice of burs, spoon excavators, enamel hatchet, operator's choice of other hand cutting instruments, cotton pellets, cotton rolls, and 2x2's, calcium hydroxide setup, ball burnisher, matrix band setup, amalgam capsules, amalgam well, amalgam carrier, amalgam condensers, carvers, articulating paper and pliers, HVE tip.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate materials and supplies.	
2. Assist with topical and local anesthetic delivery.	
3. Anticipate the operator's needs and demonstrate effective and appropriate use of the HVE and air/water syringe.	
4. Correctly assemble the matrix retainer for the appropriate tooth and assist with placement.	
5. Anticipate operator's needs and demonstrate effective and appropriate exchange of instruments and materials.	
6. Mix and pass (or place) cavity liner and base in appropriate quantity and order.	
6. Mix amalgam and load amalgam carriers.	
7. Exchange amalgam carriers and condensers as needed.	
8. Pass (or place) articulating paper and pass carvers as needed.	
9. Rinse patient's mouth to remove debris and excess water/saliva.	
10. Anticipated operator's needs throughout the procedure.	
11. Followed the appropriate exposure control measures. Follow the appropriate room and instrument sterilization procedures.	
Comments:	

Student's Signature: _____
Instructor's Signature: _____

Date: _____
Date: _____

Student _____ Period _____

**CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST**

Benchmark 3: INTRODUCTION TO CLINICAL DENTISTRY
Standard 8: DIRECT RESTORATIVE MATERIALS

Objective 08.07 Place and Remove a Mylar Strip for Composite Restoration

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Basic setup, clear matrix strip, wedges, #110 pliers

PROCEDURE STEPS: Wash hands and don appropriate PPE	SATISFACTORY
1. Examine the contour of the tooth and preparation site, paying special attention to the outline of the preparation.	
2. Contour the matrix strip.	
3. Slide the matrix interproximally, ensuring that the gingival edge of the matrix extends beyond the preparation.	
4. Using your thumb and forefinger, pull the band over the prepared tooth on the facial and lingual surfaces.	
5. Using pliers, position the wedge into the gingival embrasure.	
6. After the preparation is filled and light-cured, the matrix is then removed.	
Comments:	

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Student _____ Period _____

CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.08 Assist with a Class III Composite

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: High-speed handpiece, slow-speed handpiece, operator's choice of burs, operator's choice of other hand cutting instruments, cotton pellets, cotton rolls, and 2x2's, HVE tip, composite shade guide, syringes of composite material, enamel etchant, dentin etchant, primer, bonding agent, plastic filling instrument, plastic matrix strip, wooden wedge and pliers, curing light, finishing burs, diamond burs, polishing disks and mandrel, polishing paste, abrasive strip, articulating paper and pliers, dental floss.

PROCEDURE STEPS	SATISFACTOR Y
1. Gather appropriate supplies.	
2. Assist with topical and local anesthetic delivery.	
3. Anticipate the operator's need's and demonstrate effective HVE, air/water syringe placement, and appropriate soft tissue retraction.	
4. Anticipate operator's needs and demonstrate effective and appropriate exchange of instruments and materials.	
5. Assist in the placement of the mylar matrix and wedge.	
6. Anticipate and demonstrate appropriate help during the etching procedure and application of primer and bonding agent.	
7. Pass composite of the appropriate shade.	
8. Pass or held the curing light as directed.	
9. Assist in matrix removal. Pass or placed articulating paper.	
10. Prepare and pass handpiece and/or hand instruments for finishing the restoration.	
11. Rinse patient's mouth to remove debris and excess water and saliva.	
12. Anticipate operator's needs throughout the procedure.	
13. Follow the appropriate exposure controls. Follow the appropriate room and instrument sterilization procedures.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.11 Assisting in a Crown Preparation

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Crown and Bridge instrument set-up, local anesthetic set up, alginate impression setup, shade guide, large spoon excavator, burs, diamonds, discs, gingival retraction setup, cotton rolls and gauze sponges, articulating paper and holder, polishing stones, scaler, dental floss, high/slow speed evacuator tips, air water syringe tips, elastomeric impression material, occlusal registration, temporary crown setup.

PROCEDURE STEPS	SATISFACTORY
1. Gather the appropriate setup.	
2. Take a preliminary impression for making the provisional coverage.	
3. Assist during the administration of topical and local anesthetic solutions	
4. Throughout the preparation, maintained a clear, well-lighted operating field.	
5. Anticipated the dentist's needs. Transferred instruments and changed burs as necessary.	
6. Assisted or placed gingival retraction cord	
7. Assisted in mixing the impressions material and taking the final impression.	
8. Assisted or fabricated the provisional coverage.	
9. Temporarily cemented the provisional coverage.	
10. Prepared the case to be sent to the laboratory	
11. Maintained patient comfort, and followed appropriate infection-control measures throughout the procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.12 Assist in the Cementation of a Crown

Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed

Crown cementation setup, lab case, local anesthetic setup, cast restoration, backhaus towel forceps, large spoon excavator, bonding supplies, cementation supplies, cotton rolls and gauze, saliva ejector, bite stick, articulating paper and holder, polishing stones, scaler, dental floss.

Procedure Steps	Satisfactory
1. Gather setup and lab case.	
2. Determine in advance that the case has been returned from the laboratory	
3. Assist during administration or topical and local anesthetic.	
4. Assisted during the removal of provisional coverage.	
5. Anticipated the dentist's needs while the crown is tried in and adjusted.	
6. Assisted with or placed cotton rolls to isolate the quadrant and keep the area dry.	
7. Assisted during the placement of cavity varnish or desensitizer.	
8. At a signal from the dentist, mixed the cement, lined the internal surface of the crown with a thin coating of cement, and transferred the prepared crown to the dentist.	
9. Provided home care instructions to the patient.	
10. Maintained patient comfort, and followed appropriate infection-control measures throughout the procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.013 Fabricate and Cement a Custom Acrylic Provisional Crown

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Basic setup, Provisional crown setup, acrylic, temporary cement, spoon excavator, alginate impression setup, cotton rolls, separating medium, spatula, mixing container, scissors, burnisher, straight handpiece, finishing diamond, discs, or burs, polishing disks, articulating paper/holder, pumice paste, lather, rag wheel, provisional cement setup.

PROCEDURE STEPS	SATISFACTORY
1. Gathered the appropriate setup.	
2. Obtained the preliminary impression	
Create Provisional Coverage:	
3. Isolate and dry the prepared tooth.	
4. Prepared provisional material according to the manufacturer's directions.	
5. Placed the material in the impression in the area of the prepared tooth. Returned the impression to the mouth and allowed it to set for 2 minutes or longer.	
6. Removed the impression from the patient's mouth and then removed the provisional coverage from the impression.	
7. Used acrylic burs to trim the temporary coverage.	
8. Cured the provisional coverage according to the manufacturer's instructions.	
9. After curing, removed the excess material with finishing diamonds, burs, or finishing burs.	
10. Checked the occlusion and made any adjustments using the laboratory burs and discs on the provisional outside of the mouth.	
11. Completed final polishing using rubber discs and polishing lathe and pumice.	
Cementation:	
12. Mix the temporary cement and filled the crown.	
13. Seated the provisional coverage and allowed the cement to set.	
14. Removed any excess and evaluate the procedure.	
15. Had dentist check and evaluate the procedure.	
16. Provided home care instructions to the patient	
17. Maintained patient comfort and followed appropriate infection-control measures throughout the procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.20 Assist in the Delivery of a Denture

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Basic setup, Lab case, hand mirror, diagnostic casts, articulating paper/holder, high/slow speed handpieces, finishing and Acrylic burs.

Procedure Steps	Satisfactory
Preliminary Visits:	
1. Exposed radiographs, prepared diagnostic casts.	
2. Prepare a custom tray	
Preparation Visit:	
1. Assisted during the preparation of the teeth.	
2. Assisted in obtaining the final impression, opposing arch impression, and intraoral occlusal registration	
3. Disinfected the completed impressions	
4. Recorded the shade and type of artificial teeth in the patient's record	
5. Prepared the case for shipment to the commercial laboratory.	
Try-In Visit:	
1. Before the patient's appointment, determined that the case had been returned from the laboratory.	
2. Assisted during the try-in and adjustment of the appliance.	
3. When the appliance was removed, disinfected it and prepared the case to be returned to the laboratory for completion.	
Delivery Visit:	
1. Before the patient's appointment, determined that the completed case had been completed and returned from the laboratory.	
2. Assisted in making any necessary adjustments.	
3. Provided the patient with home care adjustments	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.26 Assist in Electric Pulp Vitality Test

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Electric pulp tester, toothpaste, and electric pulp test kit.

PROCEDURE STEPS	SATISFACTORY
1. Gathered the appropriate supplies listed above.	
2. Describe the procedure to the patient.	
3. Identify the tooth to be tested and the appropriate control tooth.	
4. Isolate the teeth to be tested and dry them thoroughly.	
5. Set the control dial at zero.	
6. Place a thin layer of toothpaste on the tip of the pulp tester electrode.	
7. Test the control tooth first. Place the tip of the electrode on the facial surface of the tooth at the cervical third.	
8. Gradually increase the level of the current until the patient feels a response. Record the response on the patient's record.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.28 Assist in Root Canal Therapy

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Basic setup, Local anesthetic agent setup, dental dam setup, High speed handpiece with burs, low speed handpiece with latch attachment, 5-ml to 6-ml syringe with 27 gauge needle, broaches and files, rubber instrument stops, paper points, gutta-percha points, endodontic sealer supplies, endodontic spoon excavator, endodontic explorer, glick No. 1, Lentulo spiral, millimeter ruler, locking cotton pliers, sodium hypochlorite solution, hemostat, high-volume oral evacuator (HVE tip).

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies listed above.	
2. Assist in the administration of a local anesthetic and the placing and disinfecting of the dental dam.	
3. Anticipated the dentist's needs.	
4. Maintained moisture control and a clear operating field	
5. Exchanged instruments as necessary.	
6. On request, irrigated the canals gently with solution of sodium hypochlorite and used the HVE tip to remove the excess solution.	
7. On request placed a rubber stop at the desired working length for the canal.	
8. Assisted in preparation of the trial-point radiograph.	
9. Exposed and processed the trial-point radiograph.	
10. At Signal from the endodontist, prepared the endodontic sealer.	
11. Dipped the file or Lentulo spiral into the cement and transferred it to the endodontist	
12. Dipped the tip of the gutta-percha point into the sealer, and transferred it to the endodontist.	
13. Transferred hand instruments and additional gutta-percha points to the endodontist.	
14. Continued the instrument exchange until the procedure was complete and the tooth was sealed with temporary cement.	
15. Exposed and processed a post-treatment radiograph	
16. Gave the patient post-treatment instructions.	
17. Maintained patient comfort and followed appropriate infection-control measures throughout the procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.33 Prepare, Place, a Noneugenol Periodontal Dressing on a Typodont

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Paper mixing pad, wooden tongue depressor, Noneugenol dressing, paper cup filled with room-temperature water, saline solution, plastic-type filling instrument.

PROCEDURE STEPS	SATISFACTORY
MIXING:	
1. Gathered appropriate supplies listed above.	
2. Extruded equal lengths of the two pastes on the paper pad.	
3. Mixed the pastes until a uniform color was obtained (2-3 Minutes)	
4. Placed the material in the paper cup.	
5. Lubricated gloved fingers with saline solution.	
6. Rolled the paste into strips.	
PLACEMENT:	
1. Pressed small triangle-shaped pieces of dressing into the interproximal spaces.	
2. Adapted one end of the strip around the distal surface of the last tooth in the surgical site.	
3. Gently pressed the remainder of the strip along the incised gingival margin.	
4. Gently pressed the strip into the interproximal areas.	
5. Applied the second strip from the lingual surface.	
6. Joined the facial and lingual strips.	
7. Applied gentle pressure on the facial and lingual surfaces.	
8. Checked the dressing for overextension and interference.	
9. Removed any excess dressing, and adjusted the new margins.	
10. Maintained patient comfort, and followed appropriate infection-control procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.35 Perform a Surgical Scrub

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Orange stick, antimicrobial soap, sterile surgical scrub brush, sterile disposable towels.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies listed above.	
2. Wet hands and forearms with warm water.	
3. Place antimicrobial soap into hands.	
4. Use a surgical scrub brush to scrub hands and forearms for 8 minutes.	
5. Rinsed hands and forearms thoroughly with warm water, allowing the water to flow away from the hands.	
6. Accomplished additional washing in 3 minutes without a brush	
7. Dry hands using a sterile disposable towel.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURES

Objective 08.36 Assist in a basic extraction.

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Local anesthetic setup, Basic setup, periosteal elevator, elevator, forceps, surgical curette, sterile gauze, surgical aspirator tip.

PROCEDURE STEPS	SATISFACTORY
PREPARING THE TREATMENT ROOM:	
1. Prepared the treatment room.	
2. Kept instruments in their sterile wraps until ready for use. If a surgical tray was preset, opened the tray and placed a sterile towel over the instruments.	
3. Place the appropriate local anesthetic on the tray.	
4. Placed the appropriate forceps on the tray.	
PREPARING THE PATIENT:	
1. Seated the patient, and placed a sterile patient drape or towel.	
2. Took the patient's vital signs, and recorded them in the patient's record.	
3. Adjusted the dental chair to the proper position.	
4. Stayed with the patient until the dentist entered the treatment room.	
DURING THE SURGICAL PROCEDURE:	
1. Maintained the chain of asepsis.	
2. Monitored vital signs	
3. Aspirated and retracted as needed.	
4. Transferred and received instruments as needed.	
5. Assisted in suture placement as needed.	
6. Maintained a clear operating field with adequate light and irrigation.	
7. Steadied the patient's head and mandible if necessary.	
8. Observed the patient's condition and anticipated the dentist's needs.	
9. Maintained patient comfort, and followed appropriate infection-control measures throughout the procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 8: DENTAL PROCEDURE

Objective 08.44 Demonstrate the Placement and Removal of Elastomeric Separators

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Separating plier, elastomeric separator, typodont

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies listed above.	
2. Explain the procedure to the patient.	
3. Place the separator over the beaks of the separating plier.	
4. Inserted the separator below the proximal contact. Stretched the ring using a see-saw motion to gently force it through the contact	
5. Recorded the amount of separators placed in the patient record.	
6. Provided postoperative instructions to the patient.	
7. Maintained patient comfort, and followed appropriate infection-control measures throughout the procedure.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III **Standard 9: MARKETING YOUR SKILLS**

Objective 09.02 Prepare a Letter of Application

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Computer, paper, ad. From the newspaper or off the internet for a dental assisting position

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies listed above	
2. Used proper formatting, letter was brief, professional, and one page in length	
3. Prepared a draft of the letter and had a peer review and make comments.	
4. Checked for correct information, grammar, spelling and punctuation	
5. Ensured that the letter had correct margins, font, spacing and order of text.	
6. Signed name to close the letter.	
The letter included the following information:	
1. Addressed a specific person.	
2. Addressed the source of the ad- Newspaper or Internet.	
3. Identified the position that is available.	
4. Requested an interview	
5. Marketed skills , qualifications and interest in the position	
6. Gave appropriate contact numbers.	
7. Thanked the recipient for his or her consideration.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 9: MARKETING YOUR SKILLS

Objective 09.03 Prepare a Professional Resume

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Computer, paper, address/phone numbers of past jobs and references.

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies listed above	
2. Used common typefaces.	
3. Used a 10-, 12-, or 14- Point font size.	
4. Resume was one page in length.	
5. Resume was neat and error free. (Used proper formatting, grammar and punctuation)	
6. Resume was concise and easy to read.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student _____ Period _____

CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

Benchmark 3: DENTAL SCIENCE III
Standard 9: MARKETING YOUR SKILLS

Objective 09.04 Prepare a Follow-up Letter

Performance Rating Scale: The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

Materials Needed: Computer and paper

PROCEDURE STEPS	SATISFACTORY
1. Gather appropriate supplies listed above	
2. Prepared a draft of the letter and had a peer review and make comments.	
3. Checked for correct information, grammar, spelling and punctuation	
4. Ensured that the letter had correct margins, font, spacing and order of text.	
5. Signed name to close the letter.	
The letter included the following information:	
1. Reminded the employer of your interview.	
2. Accentuated your qualifications.	
3. Reaffirmed your interest in the position.	
4. Prepared the letter to be sent in 48 hours of the interview.	
5. The letter was thoughtful and sincere.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____